

**BY ORDER OF THE COMMANDER
19TH AIRLIFT WING**

**LITTLE ROCK AIR FORCE BASE
INSTRUCTION 31-213**

25 APRIL 2013

Security



**LITTLE ROCK AFB DISCIPLINARY
CONTROL BOARD AND OFF-
INSTALLATION LIAISON OPERATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-publishing website at www.e-publishing.af.mil

RELEASABILITY: There are no restrictions on this publication

OPR: 19 SFS/S-5

Certified by: 19 MSG/CC
(Col Tracey L. Watkins)

Pages: 24

This instruction implements Air Force Joint Instruction 31-213, *Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations*. This guide prescribes procedures for the establishment, operation and coordination of the Little Rock Disciplinary Control Board (LRDCB) enforcement at Little Rock Air Force Base as outlined in AFJI 31-213. This instruction applies to all active duty personnel assigned to the 19th Airlift Wing, 314th Airlift Wing and members of the 189th Airlift Wing who are in a federal (Title 10) status. Military personnel who violate this instruction are subject to disciplinary action under Article 92, Uniform Code of Military Justice (UCMJ).

Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW with the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command.

Chapter 1—PURPOSE AND RESPONSIBILITY	4
1.1. Applicability.	4
1.2. Commander, 19th Airlift Wing	4

1.3.	Chief, Security Forces	4
1.4.	Duties of the Little Rock Disciplinary Control Board President	4
1.5.	Commanders	4
1.6.	Public Affairs	4
1.7.	Board Recorder, Security Forces Representative	5
1.8.	19 AW/JA	5
Chapter 2—LITTLE ROCK DISCIPLINARY CONTROL BOARD COMPOSITION, DUTIES AND OPERATION		6
2.1.	Establishment of Little Rock Disciplinary Control Board	6
2.2.	Composition of the Board	6
2.3.	Participation by Civil Agencies	6
2.4.	Duties and Functions of the Board	6
2.5.	Administration	7
2.6.	Off-Limits Establishments and Areas	8
2.7.	Meetings	9
2.8.	Attendance of Observers or Witnesses	9
2.9.	Appropriate Areas for Board Consideration	9
2.10.	Off-Limits Procedures	10
2.11.	Removal of Off-Limits Restrictions	11
2.12.	Minutes	12
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		13
Attachment 2—LITTLE ROCK DISCIPLINARY CONTROL BOARD DECISION TREE		14
Attachment 3—LITTLE ROCK DISCIPLINARY CONTROL BOARD LETTER OF NOTIFICATION		15
Attachment 4—LITTLE ROCK DISCIPLINARY CONTROL BOARD LETTER OF APPRECIATION		16
Attachment 5—LITTLE ROCK DISCIPLINARY CONTROL BOARD LETTER OF INVITATION		17
Attachment 6—LITTLE ROCK DISCIPLINARY CONTROL BOARD LETTER OF DECLARATION OF OFF-LIMITS		18
Attachment 7—FORMAT FOR LITTLE ROCK DISCIPLINARY CONTROL BOARD EMERGENCY OFF-LIMITS LETTER		19

LITTLEROCKAFBI31-213 25 APRIL 2013	3
Attachment 8—LITTLE ROCK DISCIPLINARY CONTROL BOARD LETTER OF NOTIFICATION OF CONTINUANCE OF OFF-LIMITS	20
Attachment 9—LITTLE ROCK DISCIPLINARY CONTROL BOARD LETTER OF REMOVAL OF OFF-LIMITS RESTRICTION	21
Attachment 10—LITTLE ROCK DISCIPLINARY CONTROL BOARD NOTIFICATION OF REMOVAL OF OFF-LIMITS RESTRICTION	22
Attachment 11—FORMAT FOR LITTLE ROCK DISCIPLINARY CONTROL BOARD MEETING MINUTES	23

Chapter 1

PURPOSE AND RESPONSIBILITY

1.1. Applicability. The purpose of this instruction is to place specific places and businesses off limits to LRAFB airman because the place or business presents a security risk to LRAFB airman. This instruction applies to active duty military members assigned to Little Rock Air Force Base, to include members of the 189th Air National Guard who are in a federal (Title 10) status, unless otherwise stated.

1.2. Commander, 19th Airlift Wing

1.2.1. The Commander, 19th Airlift Wing, is the proponent and exception authority of this instruction. The Commander has the authority to approve exceptions or waivers to this instruction that are consistent with controlling law and instructions. 19 AW/CC is the decision authority for placing establishments and areas off-limits.

1.3. Chief, Security Forces

1.3.1. The Chief, Security Forces, will develop and have staff supervision over the LRDCB as well as off-installation enforcement policies and will appoint a board liaison to coordinate entry for civilian guests and proprietors.

1.4. Duties of the Little Rock Disciplinary Control Board President

1.4.1. The 19 AW/CV (or appointed designee) will serve as president of the LRDCB and will:

1.4.1.1. Schedule and preside at all LRDCB meetings.

1.4.1.2. Provide an agenda to each voting member at least 72 hours prior to the meeting prepared by the board recorder.

1.4.1.3. Appoint personnel to act in the capacity of the board recorder.

1.4.1.4. Ensure records, minutes and correspondence are prepared, distributed and maintained per this instruction (see para 2.11.).

1.4.1.5. Forward recommendations to place establishments and areas off-limits to 19 AW/CC for final decision.

1.5. Commanders

1.5.1. The installation commander and commanders within a LRDCB's area of responsibility must be thoroughly acquainted with the mission and services provided by LRDCBs. The LRDCB members should keep their respective commanders informed of command responsibilities pertaining to LRDCB functions and actions and brief all military personnel assigned to their units on off-limits areas and establishments.

1.6. Public Affairs

1.6.1. Due to the sensitive nature of the subject matter, there will not be a media release in connection with LRDCB meetings. Any LRDCB proceeding which is open to the public will also be open to representatives of the news media at the discretion of the board president.

Unless identified as a witness, representatives of the news media will be considered observers and will not participate in matters considered by the LRDCB. Members of the news media may also be invited to participate in an advisory status in coordination with 19 AW/PA. The president of the LRDCB (or appointed designee) is the approval authority for any Public Affairs Release in the event it becomes necessary to do so.

1.6.2. News media interviews and releases will be handled through 19 AW/PA according to applicable Air Force and Little Rock AFB instructions.

1.7. Board Recorder, Security Forces Representative

1.7.1. Publish results, maintain records, coordinate with 19 AW/PA and voting members to publish interest and education articles through the Combat Airlifter or any other Public Affairs media outlet. Draft resolutions, ensure correspondence is prepared and distributed, coordinate delivery of official correspondence to proprietors and maintain all correspondence on file per this instruction. See attachments for drafting letters and meeting minutes formats.

1.8. 19 AW/JA

1.8.1. Advise Disciplinary Control Board President and Board members regarding legal propriety of potential actions; review Board decisions and documentation to include correspondence for legal sufficiency and compliance with this instruction and AFJI 31-213.

Chapter 2

LITTLE ROCK DISCIPLINARY CONTROL BOARD COMPOSITION, DUTIES AND OPERATION

2.1. Establishment of Little Rock Disciplinary Control Board

2.1.1. The LRDCB will be established by the Installation Commander to advise and make recommendations on matters concerning eliminating conditions which adversely affect the health, safety, welfare, morale and discipline of Little Rock AFB.

2.2. Composition of the Board

2.2.1. The board should be structured according to the needs of the community, with consideration given to include representatives from the following functional areas:

2.2.1.1. Voting Members.

2.2.1.1.1. Board President 19 AW/CV (or appointed designee)

2.2.1.1.2. 19 AW Group Commanders (or appointed designees)

2.2.1.1.3. 314 AW/CC & Group Commanders (or appointed designees)

2.2.1.1.4. 189 AW/CC (or appointed designee)

2.2.1.1.5. 19 AW/CCC (or appointed designee)

2.2.2. Other agencies may be invited as non-voting members by the board president depending on topic to be discussed.

2.2.3. 314 AW/CCC Board Advisors

2.2.3.1. 19 SFS

2.2.3.2. Two 19 AW First Sergeants appointed by 19 AW/CCC

2.2.3.3. 19 AW/JA

2.2.3.4. 19 AW/EO

2.2.3.5. 19 AW/PA

2.2.3.6. Det 327, AFOSI

2.2.3.7. 19 CES/CEH

2.3. Participation by Civil Agencies

2.3.1. Civil agencies or individuals may be invited to board meetings as observers, witnesses or to provide assistance where they possess knowledge or information pertaining to problem areas within the board's jurisdiction.

2.3.2. Announcements and summaries of board results may be provided to appropriate civil agencies.

2.4. Duties and Functions of the Board

2.4.1. The LRDCB will:

2.4.1.1. Meet as prescribed in paragraph 2.7.

2.4.1.2. Receive reports and take appropriate action on conditions near Little Rock AFB relating to any of the following:

2.4.1.2.1. Disorder and lack of discipline.

2.4.1.2.2. Prostitution.

2.4.1.2.3. Sexually transmitted diseases.

2.4.1.2.4. Liquor violations.

2.4.1.2.5. Racial and other discriminatory practices.

2.4.1.2.6. Alcohol and drug abuse.

2.4.1.2.7. Drug abuse paraphernalia.

2.4.1.2.8. Criminal or illegal activities involving cults, hate groups, human trafficking or gang activity.

2.4.1.2.9. Illicit gambling.

2.4.1.2.10. Areas susceptible to terrorist activity.

2.4.1.2.11. Unfair commercial or consumer practices.

2.4.1.2.12. Other undesirable conditions deemed unsafe, which may adversely affect the health and well-being of military personnel or their families.

2.4.1.3. Provide a copy of the board meeting minutes to the voting members of the board.

2.4.1.4. Coordinate with appropriate civil authorities on problems or adverse conditions existing near Little Rock AFB.

2.4.1.5. Make recommendations to commanders concerning off-installation procedures to prevent or control undesirable conditions.

2.5. Administration

2.5.1. Commanders are authorized to acquire, report, process and store information concerning persons and organizations, whether or not affiliated with DoD, according to the applicable Air Force instructions of the sponsoring commander, which:

2.5.1.1. Adversely affect the health, safety, morale, welfare or discipline of personnel, regardless of status.

2.5.1.2. Describe crime-conducive conditions where there is a direct interest.

2.5.2. The board will function under the supervision of the board president (see para 1.4.).

2.5.3. Certain expenses incurred by base personnel in the course of an official board investigation or inspection may be reimbursable per appropriate base finance instructions. Only the board president has the authority to commit the 19 AW to providing funding for services provided.

2.5.4. Records of board proceedings will be maintained by the board recorder as prescribed by records management policies.

2.6. Off-Limits Establishments and Areas

2.6.1. The establishment of off-limits areas is a function of command. It may be used by 19 AW/CC to help maintain good order and discipline, health, morale, safety and welfare of personnel assigned to LRAFB. Off-limits action is also intended to prevent personnel from being exposed to or victimized by crime-conducive conditions. Where sufficient cause exists, the 19 AW/CC retains substantial discretion to declare establishments or areas temporarily off-limits to personnel assigned to LRAFB. Temporary off-limits restrictions issued by the 19 AW/CC in an emergency situation will be acted upon by the LRDCB as a first priority. As a matter of policy, a change in ownership, management or name of any off-limits establishment does not, in and of itself, revoke the off-limits restriction.

2.6.2. Military members assigned to Little Rock AFB are prohibited from entering establishments or areas declared off-limits according to this regulation. Violations may subject the member to disciplinary action per applicable Air Force instructions and the Uniform Code of Military Justice. Family members of military personnel and others associated with the installation should be made aware of off-limits restrictions. As a general policy, these establishments will not be visited by personnel in a law enforcement capacity unless specifically determined by the 19 AW/CC or board president that visits or surveillance is warranted.

2.6.2.1. Military members assigned to Little Rock AFB will be notified of off-limits establishments by letter disseminated throughout the wing signed by the 19 AW/CC or board president. Letters disseminated to the squadrons should be posted on bulletin boards and disseminated to squadron sections to be briefed. Off-limit locations should be briefed at Commander's Call, during FTAC, and newcomer's briefings held at the Airmen and Family Readiness Center (A&FRC). When an emergency meeting is held to determine to place an establishment off-limits, notifications should be sent through email from 19 AW/PA or OSI until a new letter is signed by 19 AW/CC or board president.

2.6.3. Except when emergency situations exist, prior to initiating a LRDCB action, the 19 AW/CC or board president will attempt to correct adverse conditions or situations through the assistance of civic leaders or officials.

2.6.4. Except when emergency situations exist, prior to recommending off-limits restriction, the LRDCB will send a written notice (certified mail; return receipt requested) to the individual or firm responsible for the alleged condition or situation. In the notice, the LRDCB will specify a reasonable time for the condition or situation to be corrected, along with the opportunity to present any relevant information to the board. If subsequent investigation reveals the responsible person has failed to take corrective action, the board will recommend the imposition of the off-limits restriction (see para 2.6.1.).

2.6.5. A specified time limit will not be established when an off-limits restriction is invoked. The adequacy of the corrective action taken by the responsible individual will be the determining factor in removing an off-limits restriction.

2.6.6. A person whose establishment or area has been declared off-limits may, at any time, petition the president of the board to remove the off-limits restriction. The petition will be in

writing and will include a detailed report of action taken to eliminate the condition or situation that caused imposition of the restriction. The president of LRDCB may direct an investigation to determine the status of corrective actions noted in the petition. The board will either recommend removal or continuation of the off-limits restriction to the board president based on the results of the investigation.

2.6.7. Off-limits signs will not be posted on civilian establishments by US military authorities.

2.7. Meetings

2.7.1. The board will meet quarterly. The president of the board may specify whether the meetings will be open or closed. Normally proceedings are closed, but may be opened to the public when circumstances warrant.

2.7.2. Special meetings may be called by the president of the board. Except by unanimous consent of members present, final action will be taken only on the business for which the meeting was called.

2.7.3. A majority of voting members constitutes a quorum for board proceedings.

2.8. Attendance of Observers or Witnesses

2.8.1. The board may invite individual persons or organization representatives as witnesses or observers if they are necessary or appropriate for the conduct of board proceedings. The below listed authorities may assist in addressing installation concerns or issues.

2.8.1.1. Federal, State, local judicial, legislative and law enforcement officials.

2.8.1.2. Housing regulation and enforcement authorities.

2.8.1.3. Health and social service authorities.

2.8.1.4. Environmental protection authorities.

2.8.1.5. Alcoholic beverage control authorities.

2.8.1.6. Equal employment opportunity authorities.

2.8.1.7. Consumer affairs advocates.

2.8.1.8. Chamber of Commerce representatives.

2.8.1.9. Public works or utility authorities.

2.8.1.10. Local fire marshal and public safety authorities.

2.8.1.11. State and local school board or education officials.

2.8.1.12. Any other representation deemed appropriate by the sponsoring commander such as news media, union representatives and so forth.

2.8.2. Invited witnesses and observers will be listed in the minutes of the meeting.

2.9. Appropriate Areas for Board Consideration

2.9.1. The board will study and take appropriate action on all reports of conditions considered detrimental to the good order and discipline, health, morale, welfare, safety and

morals of installation personnel. These adverse conditions include, but are not limited to, those identified in paragraph 2.4.1.2.

2.9.2. The board will immediately forward to the local commander reported circumstances involving discrimination based on race, color, sex, sexual orientation, religion, age or national origin.

2.10. Off-Limits Procedures

2.10.1. The decision tree (Attachment 1) is an example of how the off-limits decision making process should occur. Off-limits restrictions should be invoked only when there is substantive information indicating an establishment or area frequented by LRAFB personnel presents conditions which adversely affect their health, safety, welfare, morale or morals. It is essential the board does not act arbitrarily and actions must not be of a punitive nature. The board should work in close cooperation with local officials and proprietors of business establishments and seek to accomplish their mission through mutually cooperative efforts. The board should encourage personal visits by local military and civilian enforcement or health officials to establishments considered below standard. The LRDCB should point out unhealthy conditions or undesirable practices to establishment owners or operators to produce the desired corrective action.

2.10.2. In cases involving discrimination, the board should not rely solely on letters written by the Equal Opportunity Office and Military Affairs Committee or investigations of alleged racial discrimination.

2.10.3. If the board decides to attempt to investigate or inspect an establishment, the president or a designee will prepare and submit a report of findings and recommendations at the next meeting. This procedure will ensure complete and documented information concerning questionable adverse conditions.

2.10.4. When the board concludes that conditions are adverse to military members, the owner or manager will be sent a letter of notification (Attachment 2). This letter will advise him or her to raise standards by a specified date and if such conditions or practices continue, off-limits proceedings will be initiated. Any correspondence with the individuals responsible for adverse conditions which may lead to off-limits action will be by certified mail.

2.10.5. If a proprietor takes remedial action to correct undesirable conditions previously noted, the board should send a letter of appreciation (Attachment 3) recognizing this cooperation.

2.10.6. If undesirable conditions are not corrected, the proprietor will be invited to appear before the LRDCB to explain why the establishment should not be placed off-limits (Attachment 4). Any proprietor may designate, in writing, a representative to appear before the board on his or her behalf.

2.10.7. In cases where proprietors have been invited to appear before the board, the president of the board will perform the following:

2.10.7.1. Prior to calling the proprietor:

2.10.7.1.1. Review the findings and decision of the previous meeting.

- 2.10.7.1.2. Call for inspection reports.
- 2.10.7.1.3. Allow those present to ask questions and discuss the case.
- 2.10.7.2. When the proprietor or his or her representative is called before the board:
 - 2.10.7.2.1. Present the proprietor with a brief summary of the complaint concerning the establishment.
 - 2.10.7.2.2. Afford the proprietor an opportunity to present matters in defense.
 - 2.10.7.2.3. Invite those present to question the proprietor. After the questioning period, provide the proprietor an opportunity to make a final statement prior to starting deliberations.
- 2.10.8. Deliberations on recommended actions will be in closed session, attended only by board members.
- 2.10.9. The board should recommend off-limits restriction only after the following:
 - 2.10.9.1. The letter of notification (Attachment 2) has been sent.
 - 2.10.9.2. An opportunity for the proprietor to appear before the board has been extended.
 - 2.10.9.3. Further investigation indicates that improvements have not been made.
- 2.10.10. The minutes will indicate the LRDCB's action in each case. When a recommendation is made to place an establishment off-limits, the minutes will show the procedural steps followed in reaching the decision.
- 2.10.11. Recommendations of the LRDCB will be submitted to the 19 AW/CC for approval.
- 2.10.12. Upon approval of the LRDCB's recommendations, the president will write the proprietor that the off-limits restriction has been imposed (Attachment 6).
- 2.10.13. A time limit should not be specified when an off-limits restriction is imposed. The adequacy of the corrective action taken by the proprietor of the establishment must be the determining factor in removing the off-limits restriction.
- 2.10.14. In emergencies, the 19 AW/CC may temporarily declare establishments or areas off-limits to personnel assigned to LRAFB (see Attachment 7). The circumstances for the action will be reported as soon as possible to the LRDCB. Detailed justification for this emergency action will be provided to the board for its deliberations.
- 2.10.15. The LRDCB will publish a list of off-limits establishments and areas using 19 AW/PA media channels or other available means to insure the widest possible dissemination.

2.11. Removal of Off-Limits Restrictions

- 2.11.1. Removal of an off-limits restriction requires LRDCB action and approval by the 19 AW/CC. Proprietors of establishments declared off-limits should be advised that they may petition the appropriate LRDCB at any time. In their petition, they should submit the reason why the restriction should be removed. A letter of notification for continuance of the off-limits restriction should be sent to the proprietor, if the sponsoring commander does not remove the off-limits restriction (Attachment 8). The proprietor may appeal to the next higher commander after exhausting all appeals at the local sponsoring commander level. The LRDCB shall appoint a designee who should make at least quarterly inspections of off-limits

establishments. A statement that an inspection has been completed should be included in LRDCB minutes.

2.11.2. When the board learns the proprietor has taken adequate corrective measures, the LRDCB will take the following actions:

2.11.2.1. Discuss the matter at the next meeting and make an appropriate recommendation.

2.11.2.2. Forward a recommendation for removal of the off-limits restriction to the board president. If approved, a letter removing the restriction (Attachment 9 or Attachment 10) will be sent to the proprietor.

2.11.2.3. Reflect action taken in the minutes.

2.12. Minutes

2.12.1. Minutes will be prepared by the board recorder in accordance with administrative formats for minutes of meetings prescribed by the sponsoring commander (Attachment 11). The written minutes of LRDCB meetings will constitute the official record of the LRDCB proceedings. Verbatim transcripts of board meetings are not required. The reasons for approving or removing an off-limits restriction, including a complete address of the establishment or area involved, should be indicated in the order of business. In addition, the LRDCB's action will be shown in the order or sequence of actions taken. A change in the name of an establishment or areas in an off-limits restriction will also be included.

2.12.2. Distribution of the minutes of LRDCB meetings will be limited to the following:

2.12.2.1. Each voting member.

2.12.2.2. Civilian and governmental agencies within the State of Arkansas in which member installations are located having an official interest in the functions of the board, if appropriate, in accordance with the Freedom of Information Act and the Privacy Act.

2.12.3. The LRDCB minutes are subject to release and disclosure in accordance with applicable Federal laws, Air Force instructions and Department of Defense directives.

2.12.4. Minutes and recommendations of the board will be forwarded to the board president for approval.

BRIAN S. ROBINSON, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*, 1 March 2008

AFJI 31-213, *Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations*, 27 July 2006

Prescribed Forms

None

Adopted Forms

None

Abbreviations and Acronyms

AF—Air Force

AFOSI—Air Force Office of Special Investigation

AFB—Air Force Base

A&FRC—Airmen and Family Readiness Center

AMC—Air Mobility Command

AMCI—Air Mobility Command Instruction

FTAC—First Term Airmen Center

IMT—Information Management Tool

LRDCB—Little Rock Disciplinary Control Board

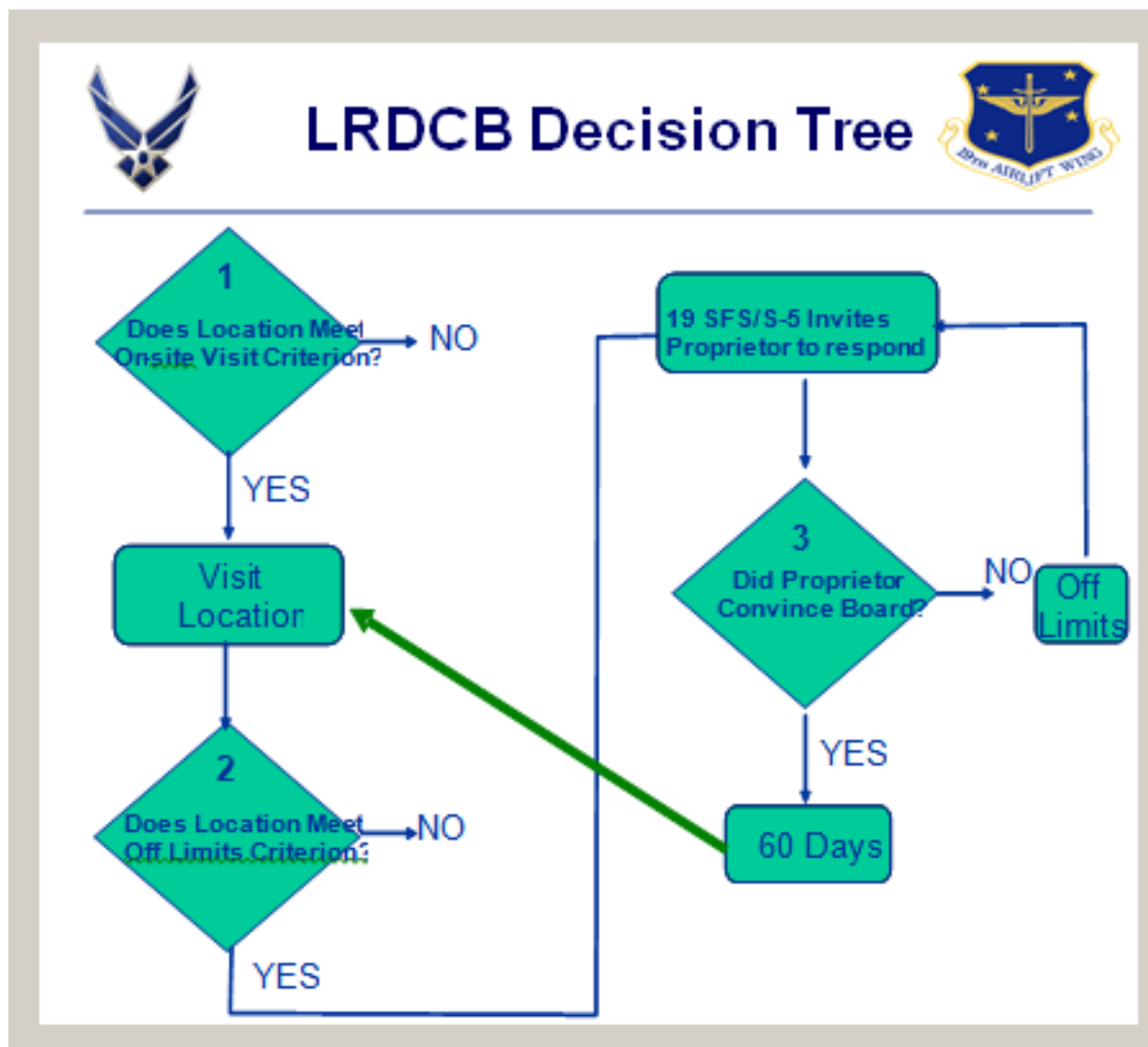
OPR—Office of Primary Responsibility

PA—Public Affairs

UCMJ—Uniform Code of Military Justice

Attachment 2

LITTLE ROCK DISCIPLINARY CONTROL BOARD DECISION TREE



Attachment 3

LITTLE ROCK DISCIPLINARY CONTROL BOARD LETTER OF NOTIFICATION

(Use blue 19 AW Letterhead)

Proprietor

Dear Sir or Ma'am

This letter is to inform you that it has come to the attention of the Little Rock Disciplinary Control Board (LRDCB) that certain conditions reported at your establishment may adversely affect the health, safety or welfare of military members of Little Rock Air Force Base.

The LRDCB is initiating action to determine whether your establishment (area) should be placed off-limits to members of Little Rock Air Force Base if (cite conditions) are not corrected by (date).

A representative of the LRDCB will visit your establishment to determine if steps have been taken to correct the conditions outlined above.

THOMAS D. CRIMMINS, Colonel, USAF
President, Little Rock Disciplinary Control Board

(Note: Use certified mail, return receipt requested, if mailed.)

Attachment 4**LITTLE ROCK DISCIPLINARY CONTROL BOARD LETTER OF APPRECIATION**

(Use blue 19 AW Letterhead)

Proprietor

Dear Sir or Ma'am

This is in reference to my letter of (date) concerning the conditions(s) reported at your establishment which adversely affected the health and welfare of military members of Little Rock Air Force Base.

The Little Rock Disciplinary Control Board appreciates your action to correct the condition previously noted and does not contemplate further action with respect to this specific matter.

Your continued cooperation is solicited.

THOMAS D. CRIMMINS, Colonel, USAF
President, Little Rock Disciplinary Control Board

Attachment 5

LITTLE ROCK DISCIPLINARY CONTROL BOARD LETTER OF INVITATION

(Use blue 19 AW Letterhead)

Proprietor

Dear Sir or Ma'am

This is in reference to my letter of (date) concerning the condition reported at your establishment which adversely affects the health, safety or welfare of military members of Little Rock Air Force Base. Information has been received by the Little Rock Disciplinary Control Board (LRDCB) which indicates you have not taken adequate corrective action to eliminate the reported condition.

Reports presented to the LRDCB indicate (list and describe conditions).

You are advised that the LRDCB will initiate action to determine whether your establishment should be declared off-limits to members of Little Rock Air Force Base.

You may appear in person, with or without counsel, before the LRDCB at its next scheduled meeting on (date, time and place). At that time you will have the opportunity to refute the allegation(s) or to inform the board of any remedial action(s) you have taken or contemplate taking to correct the condition. It is requested that you inform the president of the LRDCB, if you plan to attend.

Any questions regarding this matter may be addressed to the President, Little Rock Disciplinary Control Board, (address). Every effort will be made to clarify the matter for you.

THOMAS D. CRIMMINS, Colonel, USAF
President, Little Rock Disciplinary Control Board

(Note: Use certified mail, return receipt requested if mailed.)

Attachment 6**LITTLE ROCK DISCIPLINARY CONTROL BOARD LETTER OF DECLARATION
OF OFF-LIMITS****(Use blue 19 AW Letterhead)**

Proprietor

Dear Sir or Ma'am

This letter is to inform you that your establishment has been declared off-limits. Military members of Little Rock Air Force Base are prohibited from entering your establishment (premises) as long as this order is in effect. This action is being taken because of (state the conditions) which are detrimental to the (health or welfare) of military members from Little Rock Air Force Base.

This restriction will remain in effect indefinitely, in accordance with established Armed Forces and Little Rock Air Force Base policy. Removal of the restriction will be considered by the Little Rock Disciplinary Control Board upon presentation of information that satisfactory corrective action has been taken.

Correspondence appealing this action may be submitted to the President, Little Rock Disciplinary Control Board, (cite address).

THOMAS D. CRIMMINS, Colonel, USAF
President, Little Rock Disciplinary Control Board

(Note: Use certified mail, return receipt requested if mailed.)

Attachment 7

**FORMAT FOR LITTLE ROCK DISCIPLINARY CONTROL BOARD EMERGENCY
OFF-LIMITS LETTER**

(Use blue 19 AW Letterhead)

MEMORANDUM FOR XXXX

FROM: 19 AW/CV

SUBJECT: Recommendation for Emergency Off-Limits Area

1. On (date) the Little Rock Disciplinary Control Board (LRDCB) convened an emergency meeting to discuss circumstances that may be unsafe or adversely affect the health and well-being of military personnel or their families at (establishment and address) off-limits.
2. (Investigator/Detective) briefed the LRDCB of numerous incidents that included (incidents at establishment).
3. Based on the information provided, the LRDCB recommended the (establishment and address) be temporarily placed off-limits to military personnel in accordance with Air Force Joint Instruction 31-213. Further investigation will be conducted to determine if permanent banning from this establishment is warranted.

THOMAS D. CRIMMINS, Colonel, USAF
President, Little Rock Disciplinary Control Board

1st Ind, 19 AW/CV

MEMORANDUM FOR 19 AW/CC

approved / disapproved

BRIAN S. ROBINSON, Colonel, USAF
Commander, 19th Airlift Wing

Attachment 8**LITTLE ROCK DISCIPLINARY CONTROL BOARD LETTER OF NOTIFICATION
OF CONTINUANCE OF OFF-LIMITS**

(Use blue 19 AW Letterhead)

Proprietor

Dear Sir or Ma'am

The Little Rock Disciplinary Control Board (LRDCB) did not favorably consider your request for removal of the off-limits restriction now in effect at your establishment.

This decision does not preclude further appeals or appearances before the LRDCB at any of its scheduled meetings. Correspondence pertaining to this matter should be addressed to the President, Little Rock Disciplinary Control Board, (cite address).

THOMAS D. CRIMMINS, Colonel, USAF
President, Little Rock Disciplinary Control Board

(Note: Use certified mail, return receipt requested if mailed.)

Attachment 9

**LITTLE ROCK DISCIPLINARY CONTROL BOARD LETTER OF REMOVAL OF
OFF-LIMITS RESTRICTION**

(Use blue 19 AW Letterhead)

Proprietor

Dear Sir or Ma'am

This letter is to inform you that the off-limits restriction against (name of establishment) is removed effective (date). Military members of Little Rock Air Force Base are permitted to patronize your establishment as of that date.

The corrective actions taken in response to the concerns of the Little Rock Disciplinary Control Board are appreciated.

THOMAS D. CRIMMINS, Colonel, USAF
President, Little Rock Disciplinary Control Board

Attachment 10**LITTLE ROCK DISCIPLINARY CONTROL BOARD NOTIFICATION OF REMOVAL
OF OFF-LIMITS RESTRICTION**

(Use blue 19 AW Letterhead)

Proprietor

Dear Sir or Ma'am

This letter is to inform you that your request for removal of the off-limits restriction now in effect at (name of establishment) was favorably considered by the Little Rock Disciplinary Control Board (LRDCB).

This restriction will be removed effective (date). Military members of Little Rock Air Force Base will be permitted to patronize your establishment as of that date.

The corrective actions taken in response to the concerns of the LRDCB are appreciated.

THOMAS D. CRIMMINS, Colonel, USAF
President, Little Rock Disciplinary Control Board

Attachment 11

**FORMAT FOR LITTLE ROCK DISCIPLINARY CONTROL BOARD MEETING
MINUTES**

(Use 19 AW Letterhead)

MEMORANDUM FOR 19 AW/CC

FROM: LITTLE ROCK DISCIPLINARY CONTROL BOARD (LRDCB)

SUBJECT: LRDCB Meeting Minutes

1. Pursuant to authority contained in AFJI 31-213, *Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations* and LRAFB I 31-213, *Little Rock Disciplinary Control Boards and Off-Installation Liaison and Operations*, the Little Rock Disciplinary Control Board convened..

2. PLACE: 19 AW Conference Room

3. DATE AND TIME OF MEETING: DDMYYYYY at (time)

4. ATTENDANCE:

a. Members Present

<u>RANK</u>	<u>FULL NAME</u>	<u>OFFICE SYMBOL</u>	<u>REPRESENTING</u>
-------------	------------------	----------------------	---------------------

b. Advisors Attending:

<u>RANK</u>	<u>FULL NAME</u>	<u>OFFICE SYMBOL</u>	<u>REPRESENTING</u>
-------------	------------------	----------------------	---------------------

c. Members Absent:

<u>RANK</u>	<u>FULL NAME</u>	<u>OFFICE SYMBOL</u>	<u>REPRESENTING</u>
-------------	------------------	----------------------	---------------------

5. OPENING: XXXX called the meeting to order, indicated there was a quorum present and the meeting was (open/closed). Members (and/or) guests were introduced and an explanation of the purpose of the board was conducted.

6. READING OF THE MINUTES: XXXX reviewed the meeting minutes from (date). The meeting minutes were approved as written (or changes were made as indicated).

7. CURRENT OFF – LIMITS LOCATIONS:

a.

b.

8. OLD BUSINESS:

a.

b.

9. NEW BUSINESS:

- a.
- b.

10. QUESTIONS/BOARD DISCUSSION:

- a.
- b.

11. CLOSING REMARKS:

12. ADJOURNMENT:

13. NEXT MEETING: (date, time, location)

THOMAS D. CRIMMINS, Colonel, USAF
President, Little Rock Disciplinary Control Board

(Note: The minutes of the board proceedings will be forwarded by official correspondence from the board president to the sponsoring commander for approval of the board's recommendations. By return endorsement, the sponsoring commander will either approve or disapprove the board's recommendations.)